## **Self Service Password Reset Guide**

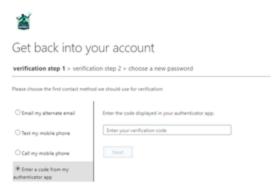


To follow this guide you must have configured two verification methods at Detroitmi.gov/SSPR

1. Navigate to <a href="https://passwordreset.microsoftonline.com/">https://passwordreset.microsoftonline.com/</a>

Microsoft
Get back into your account
Who are you?
To recover your account, begin by entering your user ID and the characters in the picture or audio belo
User ID:  Example: user@contoso.onmicrosoft.com or user@contoso.com  Please type your email address in the format user@contoso.onmicrosoft.com or user@contoso.com
Works "
Enter the characters in the picture or the words in the audio.
Next Cancel

2. Enter your email address in the User ID field and the security question, then choose **Next.** 



3. Complete your 2 MFA verification steps, then press Next when complete



4. Enter your new password and press **Finish**.